

# Utility Charge Explanation

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to provide clarification regarding the utility charges for your unit at [Property Address]. This explanation aims to ensure transparency and understanding of the billing process.

The utility charges you have observed in your latest invoice reflect the consumption of [List Utilities, e.g., electricity, water, gas] for the billing period of [Insert Period]. These charges are calculated based on actual meter readings and are billed according to the rates set by the respective utility providers.

The breakdown of your utility charges is as follows:

- Electricity: [Amount]
- Water: [Amount]
- Gas: [Amount]

Should you have any questions or require further details regarding your utility bill, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your attention to this matter and your continued tenancy.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Company/Property Management Name]  
[Contact Information]